

CITY OF HAMILTON, OHIO

No. 408

ADMINISTRATIVE DIRECTIVE

Effective Date: 7-1-16

Supersedes: Directive No. 408 Dated 02/08/10

Approved by: Joshua A. Smith,
City Manager

SUBJECT: BUILDING ACCESS SYSTEMS

PURPOSE: Establish a policy involving access to city buildings

1. Policy.

- a. Building Access – ID Badge – Door Key Request Form
 - i. Completion of this form is required in order to get new or revised access to certain City buildings, an ID badge, or a door key. **Without this form, the process cannot be completed.** This form should be used to obtain a badge not only for new employees, but also for contractors and vendors.
 - ii. This form is used to record the badge type (new, replacement, change), access level (1, 2, and/or 3), access type (permanent or temporary), and the access needed. A director or chief must sign this form.
 - b. Email Distribution
 - i. There is a requirement to contact Building Services by email to arrange to take the photo and obtain an ID Badge. This email should contain the name of the employee and the start date of employment. The email is hamiltonaccess@ci.hamilton.oh.us and actually goes to the following Distribution Group:
 - Building Services
 - Information Technology Help Desk
 - Security
 - c. Department - and Contractor - Specific Badges
 - Badges specific to a department can be requested using the form.
 - Badges may be issued to vendors or contractors who visit certain City buildings on a frequent basis (i.e. Postal Service; UPS, etc.) or have extended work in a building that may be of specific duration (i.e. a general contractor or sub-contractors).
 - d. Accessing the Request Form
 - i. This form is available on the City Intranet under Employee Resources. Simply click on City Forms, find the Request Form, print it, complete and sign it, and forward it to the Building Security Officer whose office is located in Utilities Customer Service.
 - e. Form Retention
 - i. Building Services will complete the final signature on the form which will then be scanned and emailed to the HMB Security Officer. The Building Security Officer will retain the forms in an electronic file.
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2. **Id Badge.**

ID badges will be standardized with the following information:

Front of Card

- Employee Photo
- Standard City Logo
- Employee Name
- Job Related Credentials
- Job Title
- Department Name
- Date Issued
- Expiration Date

An ID Badge should be worn and be visible at all times when inside a City building.

- a. Photo
 - i. A new photo will be taken every two (2) years.
 - ii. When a badge expires and is turned in for a new photo or a badge is retrieved from an employee who is terminating employment with the City. The old badge should be sent to Building Services where it will be destroyed before it is discarded.
 - iii. The employee photo will also be added to their profile on the HRIS system.
 - b. Lost or Stolen Employee Badge
 - i. An employee or anyone else who discovers an employee's badge is missing should notify the director along with the Security Officer at 785-7314. In addition, an email should be forwarded to hamiltonaccess@ci.hamilton.oh.us giving the Security Officer the details of the lost or stolen badge. Any delay in doing so compromises the security and safety of our employees.
 - ii. **The Security Officer will make arrangements with Building Services to expire the old device and issue another.**
 - c. Visitors or Contractors
 - i. If a visitor or contractor who is issued a badge for his or her time in a City building does not return with that badge, and there is no reasonable way to retrieve it, a director or chief will notify the Building Security Officer at 785-7314. Arrangements will be made with Building Services to expire the old device and issue another.
 - d. Credentials
 - i. Specific credentials (i.e. RN, P.E, etc.) will only be recorded on the ID badge if they are related to the individual's job function.
 1. It will be up to the individual, however, to provide additional credentialing documentation, if required, at the scene of an emergency situation.
 - e. Forgot Badge
 - i. Those who forget their badge will simply be issued a visitor badge out of their department. **If a new badge is created, the old badge will be expired.**
- ## 3. **Administration.**
- a. System administration and configuration will be the responsibility of Information Technology.
 - b. All aspects of access will be coordinated with HMB Security Officer.
 - c. Badge creation and access changes will be only be made by Building Services or the HMB Security Officer.
- ## 4. **Building Access Report.**
- a. As requested, a report will be produced and sent to all directors showing the access each employee has. Changes to access levels should be communicated using the Request Form.
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